

BERNALILLO COUNTY – OFFICE OF THE ASSESSOR
2014 PERSONAL PROPERTY BUSINESS EQUIPMENT REPORT
7-36-8 NMSA (1993 AMENDED)

December 9, 2013

Dear Business Property Owner:

Business personal property (equipment) that is located in Bernalillo County on January 1 of each year is subject to valuation for property taxation purposes unless it is specifically exempt by statute. The enclosed Personal Property Business Equipment Report must be completed each year and returned to the Bernalillo County Assessor's Office.

<p>PLEASE COMPLETE AND RETURN THE ENCLOSED REPORT NO LATER THAN FEBRUARY 28, 2014 5PM MST. A BUSINESS EQUIPMENT REPORT MUST BE FILED EACH YEAR WITH THE ASSESSOR'S OFFICE.</p>
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A business that fails to report is liable for a civil penalty equal to five percent of the property taxes due on the property for the tax year or years for which the business failed to make the required report; and the business risks audit. (7-38-8 NMSA)

The business property to report to the Assessor are those assets on which a federal depreciation deduction was taken *and/or* a Section-179 expense was taken and reported to the IRS for the previous tax year (7-36-8 NMSA - 1993 Amended); excluding inventory held for resale, licensed vehicles, leasehold improvements, and supplies.

A copy of the [Federal depreciation schedule must be attached](#) and returned with the **2014** Personal Property Business Equipment Report.

If the business has ceased in Bernalillo County, indicate the pertinent information on the report. If the State ID is cancelled, if possible, include a copy of the [NM State Taxation and Revenue Cancellation of State ID](#).

The business personal property reported to the Bernalillo County Assessor consists of moveable items not permanently affixed to or part of the real estate. It includes, but is not limited to equipment used to conduct business such as computers, copiers, printers, phone systems, manufacturing, construction and commercial machinery, fixtures, and office furniture.

The tax liability of leased or rented equipment, furniture, fixtures, computers, and other business property is vested in the lessor. It is important, however, that the lessee-business report to the Assessor the type of equipment leased or rented and from what lessor-business. Property leased or rented to governmental entities and installed at the site of the governmental entity is subject to taxation.

If you have any questions or need more information, please call the Business Personal Property Department at 222-3750, or visit our website www.bernco.gov go to Elected Officials-Assessor, Assessor's Forms, Personal Property Report.

Tanya R. Giddings
Bernalillo County Assessor

INSTRUCTIONS
For assistance call 505-222-3750

January 1 is the **Assessment Date** of Business Personal Property (business equipment). Respond to all items; show N/A on the items that do not apply. A separate report must be completed for each location of a business. If two businesses are at one location, a separate report must be completed for each business. If duplicate forms for the same business are received, please return both copies to the Assessor's Office so the duplicate account number may be deactivated.

1. **NAME OF OWNER:** give the name of ownership be it the name of a sole proprietor, a partnership, or a corporation (i.e. Joe Smith, Joe Smith Ltd. Ptn, Joe Smith Inc). The name of ownership might be the same as the d.b.a.
 2. **D.B.A.** (doing business as): the name of your business. The d.b.a. might be the same as the name of ownership.
 3. **(C/O):** the name of individual or firm that should receive this document other than owner.
 4. **CONTACT PERSON:** the individual to speak with regarding information on this document.
 5. **LOCATION ADDRESS** of the business equipment. If the business is conducted from the home, give the home address. If the business is conducted from a mobile vehicle state so.
 6. **MAILING ADDRESS** for the business. If an agent is to receive tax documents, an agent authorization must be returned with this report.
 7. **CHECK BOX** if the primary activity of this business is to Lease or Rent equipment to others, the lessor.
 8. **NEW MEXICO STATE ID #/CRS #:** this number is issued by the NM State Taxation and Revenue Department. **(11 Digits)**
 - 9/10. **CITY FACILITY ID # or COUNTY BUSINESS REGISTRATION #:** this number is issued by the city or county dependent upon the location of the business. Give both City and County numbers if applicable.
 11. **DATE BUSINESS STARTED ACTIVITY** in Bernalillo County under the current ownership. If the bus was incorp. recently, provide the date.
 12. **HOW MANY LOCATIONS DOES THIS BUSINESS HAVE IN BERNALILLO COUNTY?** List total number of locations in Bernalillo County
 13. **CHECK** appropriate box to identify that this location is inside or outside of the Albuquerque City limits.
 14. **PHONE NUMBER, CELL NUMBER, FAX NUMBER, and E-MAIL ADDRESS** for the **OWNER.**
 15. **TYPE OF BUSINESS.** Give a description (i.e., physician, beauty stylist, construction, consultant). If there are separate businesses conducted at one location and each business has its own CRS #, each is to complete a separate report. Also, a separate report is to be completed for each location.
 16. **NAME AND MAILING ADDRESS OF OWNER, Do not give the name or address of the agent.**
 17. **CENTRAL ASSESSMENT.** Certain types of business report their equipment at the State level, not to the Assessor's Office. Assets reported at the State level are NOT to be reported to the Bernalillo County Assessor. However, DO complete items numbered 1 through 17.
 18. ➡ For Federal Tax reporting, are the books maintained on a Calendar year (Jan-Dec) or are they maintained on a fiscal year (i.e., 2-1-1-31)?
 19. ➡ An asset that has a federal depreciation deduction claimed on it or that has an expense under Section-179 claimed on it for the year **2012** or the year **2013**, is to be assessed for Ad Valorem Taxation. Submit either the **2012, 2013 Federal Depreciation Schedule Detail depending on tax year claimed on report. If a 4562 is submitted include tax asset detail (1120S)** Documents need to show the detail needed to complete this report, especially the detail of the equipment purchased in prior years.
 20. **NAME OF FIRM & INDIVIDUAL PREPARING THIS REPORT IF OTHER THAN THE OWNER.** (Please Print)
 21. ➡ **DATE BUSINESS CEASED ACTIVITY IN BERNALILLO COUNTY.** This is the date the business ceased to do business in Bernalillo County under current ownership. If this business has moved from this location, show the new address on line #5 and complete this document. If, there is no equipment or it was sold or disposed of prior to January 1, the business must complete this document. To remove the business from the Bernalillo County Assessor's records, it is necessary to complete items #1, and #21 or #22 if applicable.
 22. **DATE BUSINESS SOLD, NAME, PHONE & MAILING ADDRESS OF BUYER.** A **NEW UPC #** will be assigned to the **NEW buyer.** If in business as of Jan 1st, owner is responsible for entire year.
 23. **CALCULATION PAGE. MUST BE COMPLETED** Using the **2012, 2013** Federal Depreciation Schedule Detail. **A)** Eliminate licensed motor vehicles, equipment disposed of prior to January 1, or equipment fully depreciated prior to the federal tax year being reported. **B)** Identify the assets depreciated and/or expensed under Section-179 for the Federal Tax year being reported. **C)** Give the **Federal straight-line "Class Life"**. **D)** Apply the percent good from the Tables provided and calculate the depreciated cost. Attach a copy of the Federal Depreciation Schedule Detail. The equipment for multiple locations may be calculated on one report, still send in the report for each location.
 24. **LEASED EQUIPMENT.** On a separate sheet, describe the type of equipment that this business leases (**lessee**), and the name of the business from which the equipment is leased (**lessor**). **The lessee is to report leased equipment if, title of the leased equipment is passed to the lessee and the lessee is claiming a federal depreciation or expense deduction on the equipment.**
- ✓ **EXEMPT STATUS**
To declare an exemption, which is not currently applied to this assessment record, an application for exemption must be requested through the Assessor's Office. **Application must be made by the LAST DAY OF FEBRUARY OF THE TAX YEAR** for which the exemption is to be applied. The Assessor's exempt status is solely on taxation. **Claiming or receiving tax exempt status DOES NOT relieve the business or non-profit organization of the responsibility to complete and return a business equipment report each year to the Assessor's Office.** Head-of-Household exemptions are NOT applied to business equipment.
- A. **CHURCH:** To qualify for this exemption, the substantial and primary use of the property must be for religious purposes.
 - B. **CHARITABLE/EDUCATIONAL:** To qualify for these exemptions, the substantial and primary use of the property must be for charitable/educational purposes.

THE UPC# MUST BE NOTED ON ALL ATTACHED DOCUMENTS. IF THIS IS THE 1ST TIME REPORTING, PLEASE WRITE "NEW" IN THE UPC BOX.

Assessment date is January 1 (7-38-8 NMSA). Business Equipment Reports must be returned to the Assessor no later than the last day of February to avoid penalty. Assessors have no authority to grant an extension nor relieve penalties. The information submitted is confidential.

2014 BERNALILLO COUNTY PERSONAL PROPERTY BUSINESS EQUIPMENT REPORT

THIS REPORT MUST BE COMPLETED & RETURNED TO
OFFICE OF THE ASSESSOR – PERSONAL PROPERTY DIVISION
PO BOX 27108---ALBUQUERQUE, NM 87125
505-222-3750 FAX# 505-222-3781 WEB www.bernco.gov

UPC # _____
6 Digits

1. _____
Name of Owner: Sole Proprietor, Partnership, or Corporation Name
2. _____
DBA: doing business as
3. (C/O) _____
In Care Of individual or firm other than owner.
4. _____
Contact Person
5. _____
Location Address in Bernalillo County ☐ Moved from Location preprinted above
6. _____
Mailing Address ☐ Agent address
14. PHONE #: _____ CELL# _____ FAX #: _____ E-MAIL ADDRESS: _____
15. TYPE OF BUSINESS: _____
16. NAME & ADDRESS OF OWNER: _____
(do not give agent name or address) _____
17. DOES THIS BUSINESS REPORT ITS EQUIPMENT TO THE NM STATE PROPERTY TAX DEPARTMENT-CENTRAL ASSESSMENT BUREAU?
IF YES, GIVE CAB # _____ AND DO NOT COMPLETE ITEM #23.
18. WHAT IS THE FEDERAL ACCOUNTING YEAR USED FOR THIS BUSINESS?
(Check One) ☐ CALENDAR YEAR: JAN 1 TO DEC 31 ☐ FISCAL YEAR: ____/____/XX TO ____/____/XX
19. DID THIS BUSINESS CLAIM A **FEDERAL DEPRECIATION DEDUCTION** OR AN **EXPENSE UNDER SEC-179** ON EQUIPMENT LOCATED IN BERNALILLO COUNTY FOR THE FEDERAL TAX YEAR: (Check the tax year used for this report)
2012 ____ YES ____ NO --OR-- 2013 ____ YES ____ NO
Attach the Federal Depreciation Detail for the year you checked. If you answered YES for either year, complete #23.
20. PREPARER IF OTHER THAN OWNER
Name _____ Name of Firm _____ Phone# _____

SIGNATURE: _____ DATE: ____/____/____

21. Date this **BUSINESS CEASED** under current ownership within Bernalillo County ____/____/____. Complete this item if only this branch/location closed. Phone #: _____
22. Date **BUSINESS SOLD**: ____/____/____ Buyer's Name & DBA: _____
Phone #: _____ Buyer's Address: _____
☐ Business will continue in Bernalillo County

FOR OFFICE USE ONLY


Tax Dist	Ext Dt	ID/CRS	Calc Pg	Acptd	Recalc	File Date
Fed ID	Recd Dt	City #	Appr Calc	Y	N	Translog
Incorp Dt	WI Dt	Cnty #	Activity Code			Entered
Start Dt	Reason Code A N D ____	CAB#	Late Penalty	Y	N	Translog
FY ----	Appr Init	Fed Dep 12 Y N / 13 Y N	TXP			Repunch
Category	Dt Revd / /	Fd Dp 12 13 /4562/List/Bk 12 13	OVR			Translog

For Information Only:	COST OF EQUIPMENT X % GOOD	=	DEPRECIATED COST
	DEPRECIATED COST X .3333	=	TAXABLE VALUE
	TAXABLE VALUE X MILL RATE	=	TAX BILL DOLLAR AMOUNT

% GOOD SCHEDULES-TAX YEAR 2014

Bernalillo County Assessor
Albuquerque, NM

TABLE 1

	Software		Computer & Peripheral equip, Typewriters, Faxes, Calculators, Copiers/Printers, Adding machines Internal phone systems, Security systems, General Building and Construction assets Oil & Gas well drilling assets,	Cell sites, Antennas, Microwave Antennas,	Chairs, Desks, Safes, Art/Galleries File cabinets, Shelving, Furniture Restaurant equip, Ice machines, Communication equip, Drafting tables, GYM equip, Agriculture mach & equip, Manufacturing assets, Medical & Dental equip, Signs/Bilboards		
STRAIGHT-LINE CLASS LIFE (IN YEARS) 	3	5	6	7	10	13	17
YEAR ACQUIRED							
2013/2014	85%	91%	93%	94%	96%	97%	97%
2012	56%	74%	78%	82%	87%	90%	92%
2011	27%	56%	64%	69%	78%	83%	87%
2010	13%	48%	49%	56%	69%	76%	82%
2009	13%	30%	34%	44%	61%	70%	77%
2008	13%	13%	20%	31%	52%	63%	72%
2007	13%	13%	13%	19%	43%	56%	67%
2006	13%	13%	13%	13%	34%	50%	61%
2005	13%	13%	13%	13%	26%	43%	56%
2004	13%	13%	13%	13%	17%	36%	51%
2003	13%	13%	13%	13%	13%	29%	46%
2002	13%	13%	13%	13%	13%	23%	41%
2001	13%	13%	13%	13%	13%	16%	36%
2000	13%	13%	13%	13%	13%	13%	31%
1999	13%	13%	13%	13%	13%	13%	25%
1998	13%	13%	13%	13%	13%	13%	20%
1997	13%	13%	13%	13%	13%	13%	15%
1996	13%	13%	13%	13%	13%	13%	13%


CALL FOR THE SCHEDULE YOU REQUIRE, IF IT DOES NOT APPEAR ON TABLES 1 or 2 (505) 222-3750.
THIS IS A GENERAL ASSET LIST ONLY AND DOES NOT INCLUDE ALL REPORTABLE ASSETS

% GOOD SCHEDULES -- TAX YEAR 2014

Bernalillo County Assessor

TABLE 2

Albuquerque, NM

					Printing, Publish	Air trans assets		Equip, shelters, buildings, Towers	Cement prod assets	Gas & Purification Plants, Pipelines, Compressors, other related equipment
STRAIGHT-LINE CLASS LIFE (IN YEARS) 	4	8	9	9.5	11	12	14	15	20	25
YEAR ACQUIRED										
2013/2014	89%	95%	95%	95%	96%	96%	97%	97%	98%	98%
2012	67%	84%	85%	86%	88%	89%	91%	91%	93%	95%
2011	45%	73%	76%	77%	80%	82%	84%	85%	89%	91%
2010	23%	62%	66%	68%	72%	75%	78%	80%	85%	88%
2009	13%	51%	56%	59%	64%	67%	72%	74%	80%	84%
2008	13%	40%	47%	49%	56%	60%	66%	68%	76%	81%
2007	13%	29%	37%	40%	48%	53%	59%	62%	72%	77%
2006	13%	18%	27%	31%	40%	45%	53%	56%	67%	74%
2005	13%	13%	17%	22%	32%	38%	47%	50%	63%	70%
2004	13%	13%	13%	13%	25%	31%	41%	45%	58%	67%
2003	13%	13%	13%	13%	17%	24%	34%	39%	54%	63%
2002	13%	13%	13%	13%	13%	16%	28%	33%	50%	60%
2001	13%	13%	13%	13%	13%	13%	22%	27%	45%	56%
2000	13%	13%	13%	13%	13%	13%	16%	21%	41%	53%
1999	13%	13%	13%	13%	13%	13%	13%	16%	37%	49%
1998	13%	13%	13%	13%	13%	13%	13%	13%	32%	46%
1997	13%	13%	13%	13%	13%	13%	13%	13%	28%	42%
1996	13%	13%	13%	13%	13%	13%	13%	13%	23%	39%
1995	13%	13%	13%	13%	13%	13%	13%	13%	19%	35%
1994	13%	13%	13%	13%	13%	13%	13%	13%	15%	32%
1993	13%	13%	13%	13%	13%	13%	13%	13%	13%	28%
1992	13%	13%	13%	13%	13%	13%	13%	13%	13%	25%
1991	13%	13%	13%	13%	13%	13%	13%	13%	13%	21%
1990	13%	13%	13%	13%	13%	13%	13%	13%	13%	18%
1989	13%	13%	13%	13%	13%	13%	13%	13%	13%	14%
1988	13%	13%	13%	13%	13%	13%	13%	13%	13%	13%

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